

Roadmap for Use of Contract 8254-1/22: Reproduction and Binding Services
(Pre-Qualification)

The purpose of this solicitation is to pre-qualify potential bidders through the submission of documents and forms which verifies that the vendor meets or exceeds the minimum criteria. All bidders which meet or exceed the criteria herein shall be placed on a Pre-Qualification List that may be accessed by various Miami-Dade County departments in order to obtain price quotations for the provision of various types of reproduction and binding services to include architectural documents.

Procedures for User Departments

When spot market purchase are initiated, all pre-qualified bidders shall be invited to offer a fixed and firm price until materials are delivered, accepted and invoiced to the County.

The prices quoted shall be inclusive of all costs, set-up charges, fees, materials, labor and transportation necessary to pick-up, deliver and produce a finished product involved in providing these services. Additional charges of any kind added to the invoice submitted by the Bidder will be disallowed.

The Bidder then offering the lowest fixed price shall be awarded for the specific period or specific purchase.

The award to one Bidder for a specific period or individual action does not preclude the remaining pre-qualified bidders from submitting spot market offers for other specific purchases.

When the need for purchases is identified, the using agency shall contact all pre-qualified bidders for the quotations. Sealed quotations must be submitted within the time frame specified on the Request for Quotes.

Late quotations shall not be taken into considerations.

The department must explicitly establish the minimum requirements in the request for quotes form.

The Bidder shall furnish all labor, material and equipment necessary for satisfactory contract performance. All material, workmanship, and equipment shall be subject to the inspection and approval of the County's Project Manager.

Prior to pre-qualifying bidders and/or awarding a work order as the result of a spot market quotes, the County shall have the right to make a plant inspection of Bidders production equipment, plant facilities and quality of work in progress to assist in evaluating the capabilities of Bidders.

All bidders shall quote prices based on F.O.B. Destination (freight included) and shall hold title to the goods until such time as they are delivered to and accepted by an authorized County representative at Miami-Dade County.

These services shall typically be required Monday through Friday with the business hours of 8:00 a.m. and 6:00 p.m. (local time).

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All materials used in the reproduction work must be of the best quality. No old or yellow prints will be acceptable.

All diazo, photographic or xerographic transparencies should be printed on "erasable" media.

All copies must be completely legible to the satisfaction of the County's using agency. There must be a consistency of lightness or darkness of all copies of the finished product.

Bidders must inspect each job before printing and insure that all pages are intact. The using agency must be notified immediately if pages are missing or unprintable.

Bidders are to pick up and deliver each project as ordered by the user agency.

Bidders are to deliver all copy sets, labeled, neatly wrapped and bound.

User Department Responsibility:

It is the responsibility of the user department to ensure compliance with the above-mentioned procedures. Purchases under this contract will be subject to random review or audit by County authorities, including the Internal Services Department, Procurement Division, Audit and Management and the Office of the Inspector General.

User Department must utilize the services of all Pre-Qualified vendors on the contract unless otherwise notified by Internal Services Department, Procurement Division. See list of pre-qualified vendors that are on the contract below:

Lexprint, LLC
Blue Digital Corp.
Doral Digital Reprographics Corp.
Quadco Printing & Signs, Inc.
Prison Rehabilitative Industries And Diversified Enterprises, Inc.
Copy Depot, Inc.
Ridgways LLC
Go Green Document Solutions, Inc.

Applicable Ordinances:

Note that all County procurement and legal requirements apply to this contract and to the solicitation and award of each Purchase Order, including SBE Preferences, Local Preference, Cone of Silence, County User Access Program (UAP) and Inspector General (IG) Ordinances shall be applicable to each solicitation issued under this contract.

Record Retention:

For each purchase ordered under this contract, the user department shall maintained a record of the purchase including but not limited to, all quotes issued, all quotes obtained, all purchase order and any other pertinent documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The records shall be maintained by the user department in a location either electronic or paper easily accessible for review or audit.